



## NOTICE OF SOLICITATION

**SERIAL 06132-S**

**INVITATION FOR BID FOR:        OFFSET PRINTING (NIGP 96657-67)**

Notice is hereby given sealed bids will be received by the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, until 2:00 P.M./M.S.T. on **JANUARY 16, 2007** for the furnishing of the following for Maricopa County bids will be opened by the Materials Management Director (or designated representative) at an open, public meeting at the above time and place.

All bids must be signed, sealed and addressed to the Materials Management Department, Materials Management Center, 320 West Lincoln Street, Phoenix, Arizona 85003-2494, and marked **"SERIAL 06132-S INVITATION FOR BID FOR OFFSET PRINTING (NIGP 96657-67)."**

The Maricopa County Procurement Code ("The Code") governs this procurement and is incorporated by this reference. Any protest concerning this Invitation for Bid must be filed with the Procurement Officer in accordance with Section MC1-905 of the Code.

**ALL ADMINISTRATIVE INFORMATION CONCERNING THIS INVITATION FOR BID AND THE CONTRACTUAL TERMS AND CONDITIONS CAN BE LOCATED AT <http://www.maricopa.gov/materials>. ANY ADDENDA TO THIS INVITATION FOR BID WILL BE POSTED ON THE MARICOPA COUNTY MATERIALS MANAGEMENT WEB SITE UNDER THE SOLICITATION SERIAL NUMBER.**

**BID ENVELOPES WITH INSUFFICIENT POSTAGE WILL NOT BE ACCEPTED BY THE MARICOPA COUNTY MATERIALS MANAGEMENT CENTER**

**DIRECT ALL INQUIRIES TO:**

Andrea Stupka  
PROCUREMENT OFFICER  
TELEPHONE: (602) 506-3504

**THERE WILL BE A MANDATORY PRE-BID CONFERENCE AT 9:00 A.M. ON JANUARY 10, 2007, AT THE MARICOPA COUNTY ELECTIONS DEPARTMENT, GREAT ROOM, 510 SOUTH THIRD AVE, PHOENIX, AZ 85003**

**NOTE: MARICOPA COUNTY PUBLISHES ITS SOLICITATIONS ONLINE AND THEY ARE AVAILABLE FOR VIEWING AND/OR DOWNLOADING AT THE FOLLOWING INTERNET ADDRESS:**

**<http://www.maricopa.gov/materials/advbd/advbd.asp>**

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**NO RESPONSE**

Respondents not responding to this Invitation for Bid are asked to complete this document and return it to Maricopa County Materials Management Department, 320 W. Lincoln St., Phoenix, AZ 85003-2494 or fax to 602/258-1573.

**MARK OUTSIDE ENVELOPE "SERIAL 06132 -S"**

Responses must be received **BY 2:00 P.M., JANUARY 16, 2007**. Respondents failing to submit a bid, or this document, may be subject to removal from the Maricopa County Materials Management Contractor List.

**SERIAL 06132-S**

**TITLE: OFFSET PRINTING (NIGP 96657-67)**

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CONTRACTOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CONTACT: \_\_\_\_\_

REASON FOR NOT SUBMITTING A BID:

- \_\_\_\_\_ Insufficient time
- \_\_\_\_\_ Do not handle product/service
- \_\_\_\_\_ Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT**

**PLEASE READ BEFORE SUBMITTING YOUR BID**

**M/WSBE CONTRACT PARTICIPATION**

For this Contract a combined M/WSBE goal of 10% involvement is established for Minority/Women-Owned Small Business Enterprises (M/WSBE). This goal may be attained singularly or by any combination thereof to create the overall designated percentage involvement goal. Instructions and required forms are included in the Minority/Women-Owned Small Business Enterprise Program Contracting Requirements section. The Maricopa County Minority and Women-Owned Small Business Enterprise Program, revised June 14, 2000, is incorporated by reference

The Materials Management Department of Maricopa County will endeavor to ensure in every possible way that Minority and Women-owned Small Business firms shall have every opportunity to participate in providing professional services, materials, and contractual services to the Materials Management Department of Maricopa County without being discriminated against on the grounds of race, religion, sex, age or national origin. The Maricopa County Minority Business Program, effective January 1, 1992, is incorporated by reference.

Attachments D, E, and F provide detailed information and forms to be submitted as part of your proposal. If no goal has been set the attachments will be not be required to be submitted with the Respondent's Bid.

**THESE FORMS MAY BE LOCATED AT <http://www.maricopa.gov/materials>. M/WSBE PARTICIPATION FORMS.**

**INVITATION FOR BID FOR: OFFSET PRINTING (NIGP 96657-67)**

**1.0 INTENT:**

The intent of this Call for Bids is to establish an agreement for Commercial/Offset Printing.

**2.0 SPECIFICATIONS:**

**2.1 TECHNICAL REQUIREMENTS:**

2.1.1 Maricopa County reserves the right to award this contract in the following three (3) categories:

2.1.1.1 Standard Commercial Printing.

2.1.1.2 Quick Printing.

2.1.1.3 Custom Printing – as defined in Section 2.1.10.

2.1.2 Bidders shall have (ownership of) printing facilities located within Maricopa County capable of providing the services listed herein:

2.1.2.1 All printing contained in this bid call per categories listed above.

2.1.2.2 Bindery Operations.

2.1.2.3 Typesetting.

2.1.2.4 Proofs of printing as required.

2.1.2.5 Daily pick-up and delivery service.

2.1.2.6 Technical assistance to County Using Agencies.

2.1.2.7 Rush pick-up and delivery service when required.

2.1.2.8 Proper storage facilities for artwork, film negatives, dies and press plates.

2.1.2.9 Request for Graphic design may be included in the bid price. Please submit cost per hour for the services.

2.1.3 **AWARD:**

Maricopa County reserves the right to award multiple contracts in each of the three (3) printing categories listed in section 2.1.1.

2.1.4 **CONTRACT QUOTING:**

During the contract period qualifying vendors are required to **submit quotations on a daily basis for commercial/offset printing jobs.** Award of individual printing jobs shall be made to the Contractor with the lowest quote meeting specifications. (Qualifying under this contract award does not guarantee county business. However only those qualifying under this contract will be considered for quotations). Vendors shall pick up specifications for jobs each workday from Materials Management Graphic Division, 320 W. Lincoln, Phoenix, Arizona 85003, between 9 a.m. and 12 p.m. Completed quotes will be dropped off at the same location the following work day between 9 a.m. and 12 p.m. These reporting days and times may be changed by the Graphic Communications Manager, with seven calendar days, written notice.

**2.1.5 ARTWORK:**

2.1.5.1 All originals, photographs, artwork, paste-ups, plates, negatives, dies and magnetic media (if any) used in the production of the printing called for in the bid shall remain and/or become the property of Maricopa County and can be requested on demand.

2.1.5.2 All artwork, paste-ups negatives and magnetic media and plates shall be in reusable condition and any damage thereof shall be considered the responsibility of the successful supplier.

**2.1.6 PROOFS:**

Proofs shall be required on all new copy and/or any changes on copy submitted with purchase orders or print stub requisitions. On exact repeat order, proofs may not be required.

**2.1.7 TECHNICAL ASSISTANCE:**

The successful vendor(s) shall assign a technical sales representative to Maricopa County. This representative shall be responsible for but not limited to:

2.1.7.1 Submitting Quotations.

2.1.7.2 Order Pick-Up.

2.1.7.3 Proof Coordination.

2.1.7.4 Consult county agencies in the areas of paper samples, layout and construction and provide budgetary estimates.

2.1.7.5 Coordinate printing requirements with county's graphics manager.

2.1.7.6 Coordinates and insures proper delivery, time and location.

**2.1.8 PACKAGING:**

All printing shall be shrink wrapped in quantities - per customer requests. Each carton shall be marked with form name, number, quantity and purchase order/print stub requisition number.

**2.1.9 PLANT INSPECTIONS:**

Maricopa County reserves the right to inspect the bidders printing facilities in order to determine if the printer has the capabilities of fulfilling this contract, and meets state and federal compliance regarding the handling, use, storage and disposal of hazardous materials.

**2.1.10 CUSTOM PRINTING:**

2.1.10.1 Custom Printing in this requirement is defined as high quality, large format, presswork, to include, but not limited to, coated stock, some varnish, color process and other miscellaneous special projects.

2.1.10.2 Custom Print Jobs, as defined above, will require interface with the following Windows applications, but are not limited to the following:

2.1.10.2.1 QuarkXPress 4.05

2.1.10.2.2 Photoshop 4.0

2.1.10.2.3 Illustrator 7.0

2.1.10.3 Custom Print Jobs may include, but not limited to, 2-color, 4-color, bleeds, various paper size and weights.

2.1.10.4 Currently the County Attorney's Office uses Type 1 fonts (occasionally TrueType) and SyQuest 200MB disk (or floppies).

2.1.10.5 Expectations:

- 2.1.10.5.1 Quality – Consistent presswork (no heavy or light areas of ink).
- 2.1.10.5.2 Pantone inks, if requested.
- 2.1.10.5.3 Fonts to be as they appear on the laser printout we supply with our disk.
- 2.1.10.5.4 Technical ability to handle any file changes or trapping, imposition, etc.
- 2.1.10.5.5 Samples of quality print shall be available upon request.
- 2.1.10.5.6 Vendor(s) shall allow for press checks if job requires.
- 2.1.10.5.7 Vendor(s) shall pickup and deliver all jobs (desktop).
- 2.1.10.5.8 Proofs (laser or blue-line as needed).
- 2.1.10.5.9 Provide comparable paper samples if paper requested not available.
- 2.1.10.5.10 Vendors shall return all files, fonts, dies and disks with the job.

2.2 USAGE REPORT:

The Contractor shall furnish the County upon request a quarterly usage report delineating the acquisition activity governed by the Contract. The format of the report shall be approved by the County and shall disclose the quantity and dollar value of each contract item by individual unit.

2.3 ACCEPTANCE:

Upon successful completion of the performance period, the system shall be deemed accepted and the warranty period begins. All documentation shall be completed prior to final acceptance.

2.4 FACILITIES:

During the course of this Contract, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

2.5 INVOICES AND PAYMENTS:

**2.5.1 The Contractor shall submit two (2) legible copies of their detailed invoice before payment(s) can be made. At a minimum, the invoice must provide the following information:**

- 2.5.1.1 Company name, address and contact

- 2.5.1.2 County bill-to name and contact information
- 2.5.1.3 Contract Serial Number
- 2.5.1.4 County purchase order number
- 2.5.1.5 Invoice number and date
- 2.5.1.6 Payment terms
- 2.5.1.7 Date of service or delivery with receiver's signature
- 2.5.1.8 Quantity (number of days or weeks)
- 2.5.1.9 Contract Item number(s)
- 2.5.1.10 Description of Purchase (product or services)
- 2.5.1.11 Pricing per unit of purchase
- 2.5.1.12 Freight (if applicable)
- 2.5.1.13 Extended price
- 2.5.1.14 Mileage w/rate (if applicable)
- 2.5.1.15 Arrival and completion time (if applicable)
- 2.5.1.16 Total Amount Due

Graphic Communications will review the invoice and delivery receipt and if approved will stamp a copy of the original invoice "PAID" in red and return this copy to the vendor. Only after the vendor has received this stamped copy are they authorized to charge the invoice amount to Graphic Communications Purchasing Card account.

**Problems regarding billing or invoicing shall be directed to the using agency as listed on the Purchase Order.**

- 2.5.2 Payment will be made to the Contractor by Accounts Payable through the Maricopa County Vendor Express Payment Program. This is an Electronic Funds Transfer (EFT) process. After Award the Contractor shall fill out an EFT Enrollment form (to be provided by the Procurement Officer) or as located on the County Department of Finance Website as a fillable PDF document ([www.maricopa.gov/finance/](http://www.maricopa.gov/finance/)).
- 2.5.3 EFT payments to the routing and account numbers designated by the Contractor will include the details on the specific invoices that the payment covers. The Contractor is required to discuss remittance delivery capabilities with their designated financial institution for access to those details.

**2.6 TAX:**

No tax shall be levied against labor. Bid pricing to include all labor, overhead tools and equipment used, profit, and any taxes that may be levied. It is the responsibility of the bidder to determine any and all taxes and include the same in bid price. Awards will be made on quote before taxes are added.

**2.7 DELIVERY:**

It shall be the Contractor's responsibility to meet the proposed delivery requirements. Maricopa County reserves the right to obtain services on the open market in the event the Contractor fails to make delivery and any price differential will be charged against the Contractor.

- 2.7.1 **Delivery is required F.O.B. Destination to the delivery point listed on the order form (Desktop) in accordance with the following delivery schedules after the receipt of county purchase order or print stub requisitions, (except in cases when a proof is required).**
  - 2.7.1.1 Proofs to be submitted within 5 working days from receipt of order.
  - 2.7.1.2 Commercial Printing – 10 working days.
  - 2.7.1.3 Quick Printing - 5 days (24 hour turnaround may be requested on some limited special requests).
  - 2.7.1.4 Custom Printing – stated in individual orders.



### 3.0 **SPECIAL TERMS & CONDITIONS:**

#### 3.1 CONTRACT TERM:

This Invitation for Bid is for awarding a firm, fixed price purchasing contract to cover a three (3) year period.

#### 3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options, (or at the County's sole discretion, extend the contract on a month to month bases for a maximum of six (6) months after expiration). The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

#### 3.3 PRICE ADJUSTMENTS:

Any requests for reasonable price adjustments must be submitted sixty (60) days prior to the Contract expiration date. Requests for adjustment in cost of labor and/or materials must be supported by appropriate documentation. If County agrees to the adjusted price terms, County shall issue written approval of the change. The reasonableness of the request will be determined by comparing the request with the (Consumer Price Index) or by performing a market survey.

#### 3.4 INDEMNIFICATION AND INSURANCE:

##### 3.4.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including, but not limited to, attorney fees, court costs, expert witness fees, and the cost of appellate proceedings, relating to, arising out of, or alleged to have resulted from the negligent acts, errors, omissions or mistakes relating to the performance of this Contract. Contractor's duty to defend, indemnify and hold harmless County, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property, including loss of use resulting there from, caused by any negligent acts, errors, omissions or mistakes in the performance of this Contract including any person for whose acts, errors, omissions or mistakes Contractor may be legally liable.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the sole negligence of County.

#### 3.5 INSURANCE REQUIREMENTS

Contractor, at Contractor's own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies, which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of County. The form of any insurance policies and forms must be acceptable to County.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally

accepted. Failure to do so may, at the sole discretion of County, constitute a material breach of this Contract.

Contractor's insurance shall be primary insurance as respects County, and any insurance or self-insurance maintained by County shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect the County's right to coverage afforded under the insurance policies.

The insurance policies may provide coverage that contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to County under such policies. Contractor shall be solely responsible for the deductible and/or self-insured retention and County, at its option, may require Contractor to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

County reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. County shall not be obligated, however, to review such policies and/or endorsements or to advise Contractor of any deficiencies in such policies and endorsements, and such receipt shall not relieve Contractor from, or be deemed a waiver of County's right to insist on strict fulfillment of Contractor's obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, and Errors and Omissions, shall name County, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, and Errors and Omissions, shall contain a waiver of transfer of rights of recovery (subrogation) against County, its agents, representatives, officers, directors, officials and employees for any claims arising out of Contractor's work or service.

Contractor is required to procure and maintain the following coverages indicated by a checkmark:

**3.5.1 Commercial General Liability:**

Commercial General Liability insurance and, if necessary, Commercial Umbrella insurance with a limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products/Completed Operations Aggregate, and \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage, and shall not contain any provision which would serve to limit third party action over claims. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

**3.5.2 Automobile Liability:**

Commercial/Business Automobile Liability insurance and, if necessary, Commercial Umbrella insurance with a combined single limit for bodily injury and property damage of not less than \$1,000,000 each occurrence with respect to any of the Contractor's owned, hired, and non-owned vehicles assigned to or used in performance of the Contractor's work or services under this Contract.

**3.5.3 Workers' Compensation:**

Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of Contractor's employees engaged in the performance of the work or services under this Contract; and Employer's Liability insurance of not less than

\$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit. (N.B. - \$1,000,000 limits on larger contracts)

Contractor waives all rights against County and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by Contractor pursuant to this Contract.

3.5.4 Errors and Omissions Insurance:

Errors and Omissions insurance and, if necessary, Commercial Umbrella insurance, which will insure and provide coverage for errors or omissions of the Contractor, with limits of no less than \$1,000,000 for each claim.

3.5.5 Certificates of Insurance.

3.5.5.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy (ies) required by this contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **Contractor's** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **County** fifteen (15) days prior to the expiration date.

3.5.5.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.6 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. **Respondents without this capability may be considered non-responsive and not eligible for award consideration.**

3.7 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Respondents without this capability may be considered non-responsive and not eligible for award consideration.

3.8 NO GUARANTEED QUANTITIES.

The Respondent understands and hereby acknowledges that the County makes no representations nor guarantees the Respondent any minimum or maximum number of units of service to be provided under this Contract

3.9 ORDERING AUTHORITY.

- 3.9.1 Respondents should understand that any request for purchase of materials or services shall be accompanied by a valid purchase order, issued by Materials Management, or by a Certified Agency Procurement Aid (CAPA).
- 3.9.2 Maricopa County departments, cities, other counties, schools and special districts, universities, nonprofit educational and public health institutions may also purchase from under this Contract at their discretion and/or other state and local agencies (Customers) may procure the products under this Contract by the issuance of a purchase order to the Respondent. Purchase orders must cite the Contract number.
- 3.9.3 Contract award is in accordance with the Maricopa County Procurement Code. All requirements for the competitive award of this Contract have been met. A purchase order for the products is the only document necessary for Customers to purchase and for the Respondent to proceed with delivery of materials available under this Contract.
- 3.9.4 Any attempt to represent any product not specifically awarded under this Contract is a violation of the Contract. Any such action is subject to the legal and contractual remedies available to the County, inclusive of, but not limited to, Contract cancellation, suspension and/or debarment of the Respondent.

3.10 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY  
DEPARTMENT OF MATERIALS MANAGEMENT  
ATTN: CONTRACT ADMINISTRATION  
320 W. LINCOLN ST.  
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

ANDREA STUPKA, PROCUREMENT OFFICER, 602-506-3504  
([astupka@mail.maricopa.gov](mailto:astupka@mail.maricopa.gov))

Technical telephone inquiries shall be addressed to:

Tom Campbell, Graphics Manager, 602-506-3240

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.11 EVALUATION CRITERIA.

- 3.11.1 The evaluation of Bids will be based on, but will not be limited to, the following:
  - 3.11.1.1 Compliance with specifications.
  - 3.11.1.2 Price.
  - 3.11.1.3 Determination of Responsibility.
- 3.11.2 The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.12 SUBMISSION PRICE CLARITY.

For reasons of clarity all submissions of pricing (Attachment A) shall be priced in the same unit (size, volume, quantity, weight, etc.) as the bid specifications request. Submissions (bids) failing to comply with this requirement may be declared non-responsive.

3.13 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS.

**Respondents shall provide one (1) original hardcopy (labeled), and one (1) hardcopy copy of pricing page.** Respondents are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **The owner, corporate official or partner who has been authorized to make such commitments must sign bids.**

3.14 RESPONDENT REVIEW OF DOCUMENTS.

The Respondent must review its Bid submission to assure the following requirements are met.

3.14.1 **Mandatory:** One (1) original hardcopy (labeled), and one (1) hardcopy copy of pricing page;

3.14.2 **Mandatory:** Attachment "A", Pricing;

3.14.3 **Mandatory:** Attachment "B", Agreement; and

3.14.4 **Mandatory:** Attachment "C", References.

3.15 POST AWARD MEETING:

The successful Respondent(s) may be required to attend a post-award meeting with the Using Agency to discuss the terms and conditions of the Contract. This meeting will be coordinated by the Procurement Officer of the Contract.

**NOTE: RESPONDENTS ARE REQUIRED TO USE ATTACHED FORMS TO SUBMIT THEIR PROPOSALS.**

**ATTACHMENT A  
PRICING**

SERIAL 06132-S

PRICING SHEET: C769006 / B0605658

NIGP CODE: 96657-67

BIDDER NAME: \_\_\_\_\_

VENDOR # : \_\_\_\_\_

BIDDER ADDRESS: \_\_\_\_\_

P.O. ADDRESS: \_\_\_\_\_

BIDDER PHONE #: \_\_\_\_\_

BIDDER FAX #: \_\_\_\_\_

COMPANY WEB SITE: \_\_\_\_\_

COMPANY CONTACT (REP): \_\_\_\_\_

E-MAIL ADDRESS (REP): \_\_\_\_\_

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: \_\_\_\_\_ YES \_\_\_\_\_ NO

ACCEPT PROCUREMENT CARD: \_\_\_\_\_ YES \_\_\_\_\_ NO

REBATE (CASH OR CREDIT) FOR UTILIZING PROCUREMENT CARD: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ % REBATE

(Payment shall be made within 48 hrs utilizing the Purchasing Card)

INTERNET ORDERING CAPABILITY: \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: \_\_\_\_\_ YES \_\_\_\_\_ NO

PAYMENT TERMS: BIDDER IS REQUIRED TO PICK ONE OF THE FOLLOWING.

TERMS WILL BE CONSIDERED IN DETERMINING LOW BID.

FAILURE TO CHOOSE A TERM WILL RESULT IN A DEFAULT TO NET 30.

BIDDER MUST INITIAL THE SELECTION BELOW.

NET 10 \_\_\_\_\_

NET 15 \_\_\_\_\_

NET 20 \_\_\_\_\_

NET 30 \_\_\_\_\_

NET 45 \_\_\_\_\_

NET 60 \_\_\_\_\_

NET 90 \_\_\_\_\_

2% 10 DAYS NET 30 \_\_\_\_\_

1% 10 DAYS NET 30 \_\_\_\_\_

2% 30 DAYS NET 31 \_\_\_\_\_

1% 30 DAYS NET 31 \_\_\_\_\_

5% 30 DAYS NET 31 \_\_\_\_\_

INDICATE PERCENTAGE OF M/WBE PARTICIPATION IF ANY HERE: \_\_\_\_\_ %

PLEASE INDICATE HOW YOU HEARD ABOUT THIS SOLICITATION:

\_\_\_\_\_ NEWSPAPER ADVERTISEMENT

\_\_\_\_\_ MARICOPA COUNTY WEB SITE

\_\_\_\_\_ POSTAL MAIL PRE-SOLICITATION NOTICE

\_\_\_\_\_ E-MAIL PRE-SOLICITATION NOTICE

\_\_\_\_\_ OTHER (PLEASE SPECIFY)

ALL PRICING SHALL BE SUBMITTED ON THE SAME CD AS THE BID AND FORMATTED IN EXCEL '2003. BIDS WILL NOT BE ACCEPTED WITHOUT THE ACCOMPANYING CD IN YOUR SUBMITTAL. ANY RESPONSE NOT CONTAINING THE REQUIRED CD MAY BE CONSIDERED NON-RESPONSIVE AND NOT CONSIDERED FOR EVALUATION OR CONTRACT AWARD.

**ATTACHMENT A  
PRICING**

**1.0 PRICING:**

<u>ITEM DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>EXT. PRICE</u>
1.1 Vendors shall indicate what category (ies) of work it is able to perform in accordance with Section 2.1.1		
1.1.1 Standard Commercial Printing	_____	
1.1.2 Quick Printing	_____	
1.1.3 Custom Printing	_____	
1.2 Vendor will meet Technical Assistance Requirements in accordance with Section 2.1.7	_____ Yes	_____ No
1.2.1 List any exceptions:	_____	
1.3 Vendor will meet Contract Quoting Requirements in accordance with Section 2.1.4	_____ Yes	_____ No
1.4 Vendor will meet Delivery Requirements in accordance with Section 2.7	_____ Yes	_____ No
1.5 Vendor will meet Invoicing and Payment Requirements in accordance with Section 2.5	_____ Yes	_____ No
1.6 Vendor shall have the capability of to charge payments to a County Purchasing Card in accordance with Section 3.6	_____ Yes	_____ No

ATTACHMENT B

**AGREEMENT**

Respondent hereby certifies that respondent has read, understands and agrees that acceptance by Maricopa County of the Respondent's Bid will create a binding Contract. Respondent agrees to fully comply with all terms and conditions as set forth in the Maricopa County Procurement Code, and amendments thereto, together with the specifications and other documentary forms herewith made a part of this specific procurement

**BY SIGNING THIS PAGE THE SUBMITTING RESPONDENT CERTIFIES THAT RESPONDENT HAS REVIEWED THE ADMINISTRATIVE INFORMATION AND DRAFT IFB CONTRACT'S TERMS AND CONDITIONS LOCATED AT <http://www.maricopa.gov/materials>. AND AGREE TO BE CONTRACTUALLY BOUND TO THEM.**

MINORITY/ WOMEN-OWNED SMALL BUSINESSES (check appropriate item):

\_\_\_\_\_ Disadvantaged Business Enterprise (DBE)  
 \_\_\_\_\_ Women-Owned Business Enterprise (WBE)  
 \_\_\_\_\_ Minority Business Enterprise (MBE)  
 \_\_\_\_\_ Small Business Enterprise (SBE)

\_\_\_\_\_  
 RESPONDENT SUBMITTING PROPOSAL

\_\_\_\_\_  
 FEDERAL TAX ID NUMBER

\_\_\_\_\_  
 PRINTED NAME AND TITLE

\_\_\_\_\_  
 AUTHORIZED SIGNATURE

\_\_\_\_\_  
 ADDRESS

\_\_\_\_\_  
 TELEPHONE

\_\_\_\_\_  
 FAX #

\_\_\_\_\_  
 CITY STATE ZIP

\_\_\_\_\_  
 DATE

WEB SITE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

MARICOPA COUNTY, ARIZONA

BY: \_\_\_\_\_  
 DIRECTOR, MATERIALS MANAGEMENT

\_\_\_\_\_  
 DATE

BY: \_\_\_\_\_  
 CHAIRMAN, BOARD OF SUPERVISORS

\_\_\_\_\_  
 DATE

ATTESTED:

\_\_\_\_\_  
 CLERK OF THE BOARD

\_\_\_\_\_  
 DATE

APPROVED AS TO FORM:

\_\_\_\_\_  
 DEPUTY MARICOPA COUNTY ATTORNEY

\_\_\_\_\_  
 DATE



ATTACHMENT C

**CONTRACTOR REFERENCES**

RESPONDENT SUBMITTING BID: \_\_\_\_\_

1. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
2. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
3. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
4. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_
5. COMPANY NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**EXHIBIT 1  
VENDOR REGISTRATION PROCEDURES**

**On-line Vendor Registration at Maricopa County is available NOW!**

On November 22, 2004, Maricopa County changed its vendor registration process.

**On-Line Registration is FREE and REQUIRED for all vendors.**

**Register On-line at [www.maricopa.gov/materials](http://www.maricopa.gov/materials)**

**It is required that you select an appropriate commodity code(s) associated with your line of business.**

**Upon completion of your on-line registration, you are responsible for updating any changes to your information. Please retain your Login ID and Password for future use.**

**If you have any questions, email us at [VendorReg@mail.maricopa.gov](mailto:VendorReg@mail.maricopa.gov).**